

The CPMP First Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Pate Submitted 06/16/05 16-6002563				Type of Submi	Type of Submission					
Date Received by	y state			Application		Pre-applic	ation			
Date Received by	y HUD	Federal	Identifier			Construc	ction			
					ction	☐ Non Cor	structio	on		
Applicant I	nformati	ion								
Monroe County	NY369055 MONROE COUNTY									
50 West Main St	Organizational I	Organizational DUNS 079678249								
Suite 8100	Organizational Unit									
Rochester		New Yor	k	Department of Planning and Development						
14614		Country	U.S.A.	Community Dev	Community Development Administration					
Employer Ident	Monroe County	· · · · · · · · · · · · · · · · · · ·								
16-6002563	8/1	8/1								
Applicant Type	Specify Other	Specify Other Type if necessary:								
Local Governmer	Specify Other T	Specify Other Type								
				U.S. Departn		f				
Program Funding				Housing and	Housing and Urban Development					
				ers; Descriptive Titl	e of Ap	plicant Proje	ect(s); /	Areas		
Affected by Proje	ect(s) (cities,	, Counties	s, localities e	etc.); Estimated Fur	nding					
Community Development Block Grant			14.218 Entitle	14.218 Entitlement Grant						
CDBG Project Titles Various Project Titles			Description of Areas Affected by CDBG Project(s) Monroe County							
#CDDC Crant An		d	Additional							
· ·			everaged	HUD Grant(s)Describe						
\$Additional Federal Funds Leveraged			\$Additional State Funds Leveraged							
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		\$ 167,650								
Total Funds Leve	raged for CI	DBG-base	d Project(s)							
Home Investr	ment Partı	nership	s Program	14.239 HOME						
HOME Project Titles Various Project Titles					Description of Areas Affected by HOME Project(s) Monroe County					
\$HOME Grant An	nount		Additional	HUD Grant(s)						
\$ 1,275,843		L	everaged							

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Emergency Shelter Grants Program					14.231 ESG					
ESG Project Titles					Description of Areas Affected by ESG Project(s)					
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Total Funds Leveraged	for ESG-b	ased Pr	oject(s))						
Congressional District		•				ation subje	ct to review by state Executive			
					es	This application was made available to the state EO 12372 process for review on DATE				
					0		not covered by EO 12372			
Yes		⊠ No			/A	Program has not been selected by the state for review				
Person to be contacted	regarding	this ap	plicatio	n						
Dawn		<u> </u>	<u>. </u>				Nettnin			
Community Dev. Manager			585-428-5325			585-428-5336				
dnettnin@monroecounty.gov			www.monroeco			unty.gov	Other Contact			
Signature of Authorized Terrence G. Slaybandill Department of Planning	Director	ntative					Date Signed 6 16 05			

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is optional, but encouraged. If you choose to complete it, please provide a brief overview that includes major initiatives and highlights that are proposed during the next year.

PROGRAM YEAR 1 (2005) ACTION PLAN EXECUTIVE SUMMARY:

Combined, the CDBG, HOME and ADDI programs will help Monroe County channel nearly \$3 million into suburban towns and villages that comprise the Monroe County Consolidated Plan Consortium in support of public works, housing, economic development and community services programs that primarily benefit low to moderate-income households, seniors and persons with special needs.

Funding for these programs is provided through the U.S. Department of Housing and Urban Development (HUD). In order to remain compliant with the Consolidated Planning Regulations, which cover these federal allocations, Monroe County is required to complete an annual action plan for the 2005 program year, which addresses projects funded on an annual basis and new program initiatives for the program year.

This is the first action plan that Community Development (CD) has developed using the CPMP Tool. Accomplishments will be entered into CPMP, which will aid in the compilation of information for the Consolidated Annual Performance and Evaluation Report (CAPER). It is intended that CPMP will provide an improved method of tracking project and program goals as well as articulating them to the public.

The purpose of Monroe County's 2005 Action Plan is to make a clear presentation of projects, programs, and new initiatives that CD intends to fund during the program year, the availability of federal dollars to complete those programs and projects and to encourage public commentary in this endeavor. The Action Plan also serves as a reporting mechanism to HUD on the planning and evaluation of programs.

Consortium Membership

The CDBG program currently operates in 16 towns and 9 villages in suburban Monroe County. All municipalities in Monroe County are members of the consortium with the exception of the Towns of Brighton, Greece, Irondequoit, the City of Rochester and the Village of East Rochester. By virtue of their populations, the Towns of Greece and Irondequoit are entitlement communities in their own right, and as such receive their own CDBG allocations. The HOME program includes the Towns of Greece and Irondequoit, bringing the HOME consortium membership to 18 towns and 9 villages.

The City of Rochester receives its own CDBG, HOME and ADDI allocations. The Village of East Rochester and Town of Brighton have pursued funding through the New York State Small Cities program with varying degrees of success.

The Urban County re-qualification is underway for the 2006-2008 federal fiscal years. The process began in April 2005, and as of the May 27th response deadline, all current members of the consortium will continue their membership for the next three-year period, and the Town of Brighton and Town/Village of East Rochester accepted Monroe County's invitation to join the consortium in order to participate in the CDBG and HOME programs. Executed consortium

cooperation agreements must be submitted to HUD on or before July 8, 2005. Upon acceptance by HUD, both Brighton and East Rochester will become eligible for programs and services on October 1, 2005 and eligible to apply for CDBG grants through the County in 2006.

At this time, there are 51 block groups, commonly known as Low Mod Areas (LMAs), which are eligible for funding in Monroe County's upper quartile. Municipalities with eligible block groups are the Towns of Chili, Clarkson, Gates, Hamlin, Henrietta, Ogden, Parma, Penfield, Perinton, Pittsford, Riga, Ogden, Sweden and Webster and the Villages of Brockport, Fairport, Hilton, Scottsville, Spencerport and Webster. The greatest concentrations of low-mod block groups are in the Towns of Chili, Hamlin, Henrietta, Penfield and the Village of Brockport. There are six municipalities that do not have any eligible block groups: the Towns of Mendon, Rush and Wheatland and the Villages of Churchville, Honeoye Falls and Pittsford.

Since composition of the consortium will expand to include Brighton and East Rochester for the 2006-2008 period, CD will ask HUD to re-calculate the eligible LMAs to take effect for the 2006 program year.

Allocation

Monroe County expects to receive an allocation of \$2,979,143 from HUD for the CDBG, HOME and ADDI programs. The County's CDBG allocation is \$1,703,300, a reduction of \$95,700, the HOME allocation is \$1,224,753, a decrease of \$49,783, and the ADDI allocation is \$51,090, a decrease of \$114,433. Estimated program income (interest on outstanding loans and other repayments) is expected to total \$260,000 for the CDBG program and \$40,000 for the HOME program.

Monroe County also intends to program previously unobligated CDBG funds, reprogram previously obligated CDBG funds and reprogram unspent CDBG funds from completed projects totaling \$167,650 from the 1998-2001, 2003 and 2004 program years. The Town of Pittsford has requested the reprogramming of their 2004 ADA Park Bridge project (\$30,000) to a new project for the purchase of ADA Library Equipment at the Pittsford Library.

Monroe County also expects to receive Section 108 loan repayments totaling \$272,072 (anticipated for the 2005 program year). Monroe County and HUD are not bound by these estimates as they are subject to approval of the final Consolidated Plan grant submission to HUD.

When compared to the three-year period of 2000-2002, CDBG funding for 2003-2005 has declined \$933,700. This year's combined allocations are \$259,916 less than last year. Slightly more than \$2.1 million is available through all CDBG sources to fulfill \$3.3 million worth of requests. The HOME allocation, not including ADDI, has increased \$182,705 during 2003-2005.

Program Goals

CDBG, HOME and ADDI funds will be directed toward accomplishing the following primary program goals and objectives during 2005:

- a) Develop affordable rental and homeownership opportunities for all low to moderate-income income residents, without discrimination
- b) Repair and conserve existing housing stock
- c) Improve access to and quality of public facilities
- d) Replace deteriorated infrastructure with safe utilities
- e) Provide job training and economic development opportunities for low-mod income persons and persons with special needs
- f) Provide essential public services, particularly those that promote homeownership, fair housing and housing stability
- g) Revitalize deteriorated neighborhoods

Citizen Participation

CD followed its established Citizen Participation Process to formulate the 2005 Action Plan. The Steering Committee meeting to start the program year planning process was held on December 9, 2004 at the Rush Town Hall. The first public notice in regard to the availability of funds and the first public hearing appeared in The Shopping Bag Advertiser (a free county-wide publication) and in The Daily Record on January 12, 2005. The first public hearing in regard to the 2005 plan was held on January 28, 2005 in the Legislative Chambers of the Monroe County Legislature located in the Monroe County Office Building. The public notice announcing the projects intended for funding and the second public hearing appeared in The Shopping Bag Advertiser on April 13, 2005 and in The Daily Record on April 14, 2005. The 30-day comment period began on April 15 and ended on May 16, 2005. Two hundred fifty copies of the draft plan were mailed to the Steering Committee, elected and public officials, interested community development and housing agencies and public housing developments throughout Monroe County. No written or email comments were received during the public comment period. The second public hearing was held on Tuesday, May 10, 2005 at 9:30 a.m. at the Ogden Town Hall, 269 Ogden Center Road, Spencerport. There were no speakers at the second public hearing. The Steering Committee Meeting was held immediately following the public hearing at 10:00 a.m. at the Ogden Town Hall. The legislative referral was introduced into the Monroe County Legislature on May 10 and approved by committees of the Legislature on May 23rd and May 26th. The matter was approved by the full Legislature on June 14, 2005.

As referenced in the Strategic Plan, CD will review the formula and membership of the Steering Committee, issuance of a single, complete plan for public review, and information dissemination during this program year.

Housing Rehabilitation

The existing program requirements for the Home Improvement Program (HIP) are outlined in the Strategic Plan. The program will receive a combined allocation of \$790,000 (\$340,000 from CDBG and \$450,000 from HOME), which will fund over 75 housing rehabilitation projects. Continuation of this popular and essential program did impact the funding available for other program categories. This is the most substantial allocation to the program since 2002. Currently, applications are processed on a first-come, first-served basis, however emergency situations are given high priority. CD will monitor the volume of applications to determine the necessity of a wait-list and/or an allocation of projects by municipality.

Lead-based paint risk assessments and clearance examinations for the HIP are conducted by Envoy Environmental Services under a contract with the County. Issuance of a new RFP for these services will be completed during this program year.

Home Ownership & First-Time Homebuyer Assistance

First-time homebuyer assistance is provided through the Homeownership Program, which is administered by Providence Housing Development Corporation. The contract with Providence, considered a public service, is funded through CDBG. Providence expects to counsel 250 prospective homebuyers during this program year. It is expected that 43 clients will receive financial assistance to purchase their first homes this year. The direct homebuyer subsidy is paid through HOME and ADDI. Unexpended ADDI funds from 2003 and 2004 remain available, and the 2005 allocation of \$51,090 will compliment these existing funds. Unexpended funds from prior years' first-time homebuyer allocations from the HOME program are also available to assist first-time homebuyers.

Match requirements and administrative eligibility for inclusion do not apply to the 2004-2007 ADDI allocations.

As part of this Action Plan, CD intends to pursue the development of newly constructed houses for first-time homebuyers through various partnerships and direct subsidy through the HOME program. This program may be scattered site, single site, mixed use and/or mixed income. This initiative will begin during the 2005 program year and may carry into the next year. Incorporating new construction into the County's housing portfolio will complete the full spectrum of housing options that Monroe County seeks to offer low to moderate-income families, seniors and persons with special needs. A quarter of a million dollars is reserved for direct homebuyer assistance as part of this new construction program, which will benefit ten or more new first-time homebuyers.

Public Facilities Improvements

The need for public facilities improvements remains high in the suburban towns and villages, particularly in communities with greater concentration of low to moderate-income areas and/or aging infrastructure. Combined with the growing older adult population and persons with impaired mobility, the need for accessible public facilities remains a high priority. Twenty-five proposals totaling \$1.14 million were received for public facilities improvements. Proposals were not received from Chili, Clarkson, Churchville, Hilton, Pittsford Village and Spencerport.

Parks and recreation ADA improvements are planned for Gates, Hamlin, Riga Recreation Center, Sweden and Webster. ADA improvements are planned for Ogden's Little Red School House, the Parma, Penfield, Perinton and Rush Town Halls, the fire hall community room in Honeoye Falls and the Pittsford Senior Center. Sewer rehabilitation is planned for Henrietta and Brockport, along with a water main upgrade in Webster Village. Fairport will undertake Phase IV of the Facade Improvement Program.

Wheatland and Scottsville submitted a joint application for ADA improvements to the town/village hall, which represents the largest municipal project this year.

Due to limited funding, no single town or village will receive the full amount requested. Grant amounts range from 50-70% of the amount requested. Grants are targeted to those communities with the greatest need as determined by concentration of low to moderate-income areas. For the first time in many years, the County Parks Department will receive funds for ADA playground improvements, and CD will undertake a historic preservation project at the Susan B. Anthony House, a facility of great historical and community significance.

Economic Development

The Revolving Economic Development Grant and Loan Fund is funded at \$415,000, which is less than 2004. This should allow for grants and/or loans to at least four companies, and create 15 and retain 50 jobs, at least 51% of which will be for low to moderate-income persons. Also funded is the Start-Up Resource Program at \$12,500, through the Rochester Business Alliance. This collaborative program provides start-up business assistance to woman, minority or disabled-owned businesses.

Public Services

Requests for public services totaled nearly \$600,000, which exceeds the allowable limit by nearly 50%. Unfortunately, a consequence of reduced CDBG allocations is an even smaller amount of funds that can be committed annually to community services, which precludes funding all existing public services, new public services or offering service expansions. Loss of funding and the cap on public services has had a negative impact on the level of community services that CD is able to provide in 2005, and only an increased CDBG allocation will expand the level of community services

that can be provided. Grant amounts in community services were reduced significantly to maintain priority-housing related services and meet the regulatory spending cap for public services.

As part of this Action Plan, Providence Housing is retained to administer the County's Homeownership Program and The Housing Council is retained to provide comprehensive counseling in the following housing-related areas: Fair Housing Education and Outreach; Landlord/Tenant Counseling and Housing Hotline Services; and, Foreclosure Prevention and Predatory Lending Counseling. Funding for both entities is at lower levels than 2004. The services of LifeSpan are retained to administer the Safety and Security for Seniors Program, which provides minor home and safety repairs that cannot be made through the Home Improvement Program for the suburban senior population.

Affordable Housing Development

To ensure fair housing choice through the provision of affordable rental housing opportunities, Monroe County issued a request for proposals for the development of permanent affordable rental housing in December 2004. The deadline for submission to the County was January 10, 2005. CD received eight proposals seeking \$2.66 million in HOME funds, more than twice the amount of funding available for this purpose. Overall project costs and requested funding amounts were higher than in past years due to increased construction materials costs and the implementation of revised Davis Bacon wage rates.

The County approved and committed HOME Program financing to five of the affordable housing proposals received. The five proposed project developers submitted applications to the NYS Division of Housing and Community Renewal through the NYS Low Income Housing/HOME/Low Income Credit Program. The deadline for submission of NYS DHCR - HTFC - 2005 Unified Funding Round applications was February 28, 2005. If all five (5) County HOME funding commitment project applications are also approved and financed by NYS, the proposed County financed projects will produce 141 (1 & 2 bedroom) apartment units for older adults (age 55 and older) and 40 (1, 2 & 3 bedroom) family units.

Prior years' HOME funds designated for the development of affordable rental housing, but not obligated to specific projects, will be used to fund one or more of the proposed rental projects detailed below. Listed below in alphabetical order by municipality are the five (5) proposed affordable rental housing project applications that received Monroe County 2005 HOME funding commitments.

- a) East Rochester -- \$300,000 for Eyer Senior Community by The DiMarco Group and Rural Opportunities to redevelop a building and construct 49 one and two-bedroom apartments for older adults in the Village of East Rochester. (Contingent upon Consortium membership)
- b) Hamlin -- \$300,000 for East Cove Senior Apartments by The DiMarco Group to construct 40 one and two-bedroom apartments for older adults in the Town of Hamlin.
- c) Henrietta -- \$200,000 for Erica Place Senior Apartments by Housing Opportunities to construct 14 one-bedroom apartments for older adults in the Town of Henrietta.
- d) Honeoye Falls -- \$100,000 for Seneca Place by Conifer Realty to construct 40 one, two and three-bedroom apartments for families in the Village of Honoeye Falls.
- e) Irondequoit -- \$330,000 for St. Salome Senior Apartments by Providence Housing Development Corporation to redevelop a building and construct 31 one and two-bedroom apartments and 7 two-bedroom town homes in the Town of Irondequoit.

As referenced in the Strategic Plan, limited and competitive state, federal and local resources for the development of affordable housing and community revitalization, coupled with ever-increasing costs of land acquisition and new construction have made it increasingly challenging to finance affordable housing. Monroe County and the City of Rochester have agreed to pursue the feasibility of creating a CD housing trust fund and are seeking outside assistance in the development of an

action plan for creating a trust fund to benefit residents of Monroe County. The City and County agree that the topic is timely and appropriate given the growing gap between traditional housing and development funding sources and community need.

The City and County have suggested a task group or ad hoc committee approach that would involve the City, County and other community representatives including Interfaith Action, which has been a strong advocate of the trust fund concept. The group would be charged with defining fund objectives, potential sustainable revenue sources, and governance with the goal of completing a report on a plan and implementation agenda by early fall of this year. Much of this activity will take place during the 2005 program year.

Fair Housing Initiatives

As indicated in the Strategic Plan, the Analysis of Impediments to Fair Housing Choice (AI) is still underway. The Housing Council is nearing completion of the draft report. Until the report is complete, it is presumed that the Community Choice Action Plan remains in effect, however, funding for the Community Choice Advisory Committee expired at the end of the 2003 program year. The group will not meet again until the AI is complete, at which time the group will be given the first opportunity to review the AI and make initial recommendations. The Steering Committee will also be given a first opportunity to review the document and make recommendations.

The City is completing its AI as well, and upon completion there may be opportunities for coordinated partnerships on fair housing activities. Key objectives of this Action Plan are a) to complete the AI; b) allow the Community Choice Advisory Committee and the Steering Committee to review the AI; and, c) coordinate with Greece and Irondequoit to draft a new Action Plan to implement recommendations contained in the AI. Additional actions may include, but are not limited to, seeking assistance to develop and implement an action plan, formulating a committee, commission or task force to identify and address short and long-term goals, and developing a plan to present key findings and recommendations to the community-at-large.

Homeless Continuum of Care (CoC)

Monroe County's active role in the Homeless Continuum of Care Team is detailed in the Strategic Plan. The primary activity during the 2005 program year will be the completion of a coordinated and equitable CoC Super NOFA process that will coordinate and administer the local process for Super NOFA applicants; review and rank eligible CoC Super NOFA applications per CoC priorities; and update the CoC Super NOFA Exhibit I for submission to HUD. In 2004, this process resulted in a record \$6.7 million that will flow into the community for various housing and supportive service programs for the homeless. The Super NOFA was issued in March, two months earlier than last year, with an earlier submission date. This had a slightly negative impact on the number and quality of applications from the community. Also, due to changes in the NOFA, the community's pro rata share will decrease, but the overall request for eighteen new applications and renewals totals \$7.02 million, which is more than last year.

It is anticipated that the Homeless Management Information System (HMIS) will be operational by the third quarter of 2005 by phasing in providers to ensure the system is functioning as it should. Full implementation of HMIS is expected by the end of the 2005 program year.

CD will continue to participate on the HMIS Subcommittee; the 10-Year Plan to End Homelessness Subcommittee and the Emergency Shelter Plan Subcommittee during this program year.

General Questions

- 1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.
- 2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
- 3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

PROGRAM YEAR 1 Action Plan General Questions response:

1. Geographic Areas in which Assistance Will Be Directed

Several community-wide public services will reach a broad array of residents in all consortium communities. These include The Housing Council's programs to provide landlord/tenant counseling and housing hotline services, foreclosure prevention and predatory lending counseling, and fair housing education, as well as the homeownership counseling provided by Providence Housing and the safety and security training provided by LifeSpan.

Access to park playgrounds and facilities as part of the Monroe County Parks system and preservation of an historic structure will also positively impact a broad spectrum of County residents.

The Home Improvement Program will positively impact 75 or more families from all geographic areas of the consortium area. Some municipalities have more applicants per year than others, such as Chili, Gates, Hamlin, Henrietta and Penfield, but residents from all parts of the County have participated in this long-standing program. Likewise, the Homeownership Program will provide counseling to 250 prospective homebuyers and purchase subsidy to 43 first-time homebuyers from the entire consortium area. First-time homebuyers may settle in any eligible town or village, but least often in the southeast quadrant of the County. It is anticipated that residents of Brighton and East Rochester will be active participants in the housing rehab and home ownership programs.

Projects specifically targeted for LMA's include the Webster Village North Avenue water main upgrade; Fairport Façade Improvement Program Phase IV; Brockport storm sewer replacement Phase II; sanitary sewer rehabilitation in Henrietta; recreation shelter and restrooms at the Hamlin Town Hall park; and Gates Memorial Park ADA improvements.

Projects to enhance access to public facilities and recreation areas include the Wheatland/Scottsville Municipal Building ADA improvements; Honeoye Falls ADA restroom installation at the fire hall; North Ponds Park Fitness Trail in a Webster town park; ADA parking and walkways in the Sweden Town Park; ADA entrance doors at Rush Town Hall; ADA compliant recreation pathways at Riga's recreation center; ADA entrance doors at the Pittsford Senior Center; ADA equipment at the Pittsford Town Library; ADA entrance doors at the Perinton Town Hall; ADA improvements at the Penfield Town Hall; ADA parking at the Parma Town Hall and an ADA ramp at Ogden's Little Red Schoolhouse meeting facility.

Funding commitments for affordable rental housing developments were made to projects in East Rochester, Hamlin, Henrietta, Honeoye Falls and Irondequoit.

2. Basis for Allocating Funding and Assigning Priority

The rationale for assigning funding priorities is consistent with the evaluation criteria set forth in the Strategic Plan. Monroe County administers a competitive application process for all CDBG and HOME-funded programs. CD does not administer multi-year contracts; therefore all municipalities and sub-recipients are required to apply for funds on an annual basis. While this may create budgetary challenges for sub-recipients, it affords CD flexibility while facing declining CDBG resources. While maximizing available funds, our objective is to fund CD's core programs and services to the greatest extent possible, particularly programs and services that could not be administered by another department or funding source. As a result, 18 consortium communities will receive funds for a public facilities improvement or public works project; the highest category of funding. The Revolving ED Grant and Loan Fund will receive a substantial allocation, although less than last year, and the popular Home Improvement Program will receive CDBG and HOME allocations for the first time since 2002. Public services, which are subject to a 15% cap, will round out the County's housing program through counseling services provided by The Housing Council, Providence Housing and LifeSpan.

3. Actions to Address Obstacles to Meeting Underserved Needs

The greatest obstacle to meeting underserved needs is diminishing resources. Since the CDBG allocation has been reduced and no more than 15% of CDBG funds can be spent on public services, several programs formerly funded by CD are not funded this year. Two projects that provided homeless assistance to youths and the general homeless population are not funded. Public services that previously provided outdoor sports equipment for disabled persons, a community program for low/mod income families at the Pines of Perinton Apartments in Perinton, and transportation services for elderly and disabled residents also are not funded. Declining resources also reduces the ability to fund new programs and services. Several new projects covering all program areas could not be funded due to lack of funds. Monroe County has provided technical assistance and referred sub-recipients to other potential funding sources.

The CD staff was reduced by one person to meet the spending threshold of 20% on administration and planning costs, resulting in the re-organization of the Home Improvement Program staff.

Managing the Process

- 1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
- 2. Identify the significant aspects of the process, by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
- 3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

PROGRAM YEAR 1 Action Plan Managing the Process response:

1. Lead Agency and Public/Private Agencies Administering Programs

See Strategic Plan Narrative

2. Significant Aspects of Plan Development and Other Participants

See Strategic Plan Narrative

3. Actions to Enhance Coordination

Monroe County and RHA have a long-standing, cooperative working relationship. CD and RHA staffs serve together on the United Way Building Community Impact Team and the Continuum of Care Team and its subcommittees. RHA periodically makes presentations at meetings of the CD Steering Committee. CD intends to establish a regular meeting schedule with RHA to coordinate affordable housing efforts and services provided by RHA as well as other partnership opportunities that may exist, particularly homeownership. This is especially important during the 2005 program year in light of the impending leadership change at RHA.

Our participation on the Greater Rochester Housing Partnership Board, the United Way Building Community Impact Team, the Trust Fund working group, and the newly created Neighborhood Partnership Committee of Citizens Bank has enhanced our involvement in housing and community development activities throughout the County.

As referenced in the Strategic Plan, CD intends to update the composition of the Steering Committee to include community and business members, which will further enhance program coordination.

The completion of the AI will provide another opportunity for resource coordination among participating jurisdictions and housing agencies.

Citizen Participation

- 1. Provide a summary of the citizen participation process.
- 2. Provide a summary of citizen comments or views on the plan.
- 3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
- 4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

PROGRAM YEAR 1 Action Plan Citizen Participation response:

1. Summary of Citizen Participation Process

CD followed its established Citizen Participation Process to formulate the 2005 Action Plan. The Steering Committee meeting to start the program year planning process was held on December 9, 2004 at the Rush Town Hall. The first public notice in regard to the availability of funds and the first public hearing appeared in The Shopping Bag Advertiser (a free county-wide publication) and in The Daily Record on January 12, 2005. The first public hearing in regard to the 2005 Plan was held on January 28, 2005 in the Legislative Chambers of the Monroe County Legislature, located in the Monroe County Office Building. The public notice announcing the projects intended for funding and the second public hearing appeared in The Shopping Bag Advertiser on April 13, 2005 and in The Daily Record on April 14, 2005. The 30-day comment period began on April 15 and ended on May 16, 2005. Two hundred fifty copies of the draft plan were mailed to the Steering Committee, elected and public officials, interested community development and housing agencies and public housing developments throughout Monroe County. No written or email comments were received during the public comment period. The second public hearing was held on Tuesday, May 10, 2005

at 9:30 a.m. at the Ogden Town Hall, 269 Ogden Center Road, Spencerport. There were no speakers at the second public hearing. The Steering Committee Meeting was held immediately following the public hearing at 10:00 a.m. at the Ogden Town Hall. The legislative referral was introduced into the Monroe County Legislature on May 10 and approved by committees of the Legislature on May $23^{\rm rd}$ and May $26^{\rm th}$. The matter was approved by the full Legislature on June 14, 2005.

As referenced in the Strategic Plan, CD will review the formula and membership of the Steering Committee, issuance of a single, complete plan for public review, and information dissemination during this program year.

2. Summary of Citizen Comments

The first public hearing on the development of the 2005-2010 Strategic Plan and 2005 Action Plan was held on Friday, January 28, 2005 to obtain public comments and input on the planning process. It was held at the Monroe County Legislature Chambers of the County Office Building, which is ADA accessible. The hearing was videotaped and is available to the public upon request. Dawn Nettnin, Community Development Manager, conducted the hearing and informed the public of the following:

The 2005 HUD allocation is estimated at \$2,979,143. This amount includes \$1,703,300 for the Community Development Block Grant (CDBG) Program, \$1,224,753 for the HOME Investment Partnerships (HOME) Program and \$51,090 for the American Dream Downpayment Initiative (ADDI). Program income for the CDBG and HOME Programs is expected to be \$300,000, for a combined total of \$3,279,143.

Community Development is accepting project proposals for grants that will be awarded August 1, 2005. Project applications are due February 7, 2005. Affordable rental housing applications were due on January 10, 2005. Project proposal forms were made available to the attendees, who were advised that the CD staff would assist them if they have questions.

All funds will be used to continue existing programs and to identify new housing and community development activities that principally benefit low-moderate income persons. The public is encouraged to participate in the planning process by proposing projects that serve community needs and by commenting on projects proposed by local towns, villages and agencies.

In accordance with federal regulations, a Notice of Funding Availability was published in the January 12, 2005 issues of The Shopping Bag Advertiser and The Daily Record to encourage comments from private citizens, consortium members and community service agencies.

Twenty-three (23) people, including speakers and CD staff members, attended. There were nine (9) public speakers that expressed comments and two (2) citizens who submitted comments in writing. All comments are summarized below:

Suggestions made by a subrecipient provider of housing services: the community supports and commends Monroe County's affordable housing programs and these services should continue; the County should continue to support affordable rental housing as a priority for all population groups, support a revolving loan fund for predevelopment costs, and offer credit repair services; the County should overcome municipal resistance to rental housing projects; the Analysis of Impediments (AI) should be completed and the County should work with the community on strategies; and a set-a-side of Homeless CofC funds for permanent affordable rental housing should be proposed.

A consultant on affordable housing stressed the need for credit repair to enable residents to secure residential and commercial loans and voiced his support of the County's housing initiatives that assist eligible residents.

Four (4) citizens with physical disabilities commented on housing access topics and two (2) letters were sent from disabled persons. All comments stressed the importance of continued funding and a focus on disability housing to enable disabled persons to move out of nursing homes and into the community. Others suggestions were: the County should embrace visitability by providing more accessible housing that eliminates stairs, provides larger rooms and accessible hallways and bathrooms, and other basic amenities to enable wheelchair access; the County should repair and construct new sidewalks with curb cuts for access to corner stores, nightclubs and bowling alleys and provide more access to public facilities; wheelchair accessibility and open-captioning for hearing impaired persons at movie theaters and local businesses is vital; the County should use its housing funds exclusively to support accessible units; and the ADA is not something disabled persons desire, it is one's legal right, which should translate into priority funding for integration and access.

A subrecipient who administers Project Connect-A-Ride voiced concern over HUD funding decreases because the program provides essential services. Transportation is a quality of life issue for suburban seniors whose numbers have grown since 1990. Rural areas lack traditional transit services and now more seniors need services, as cited in Monroe County's 2004 Senior Action Plan. He asked that the County continue funding Project Connect-A-Ride as a solution to senior transportation needs.

Another subrecipient who administers the After Care Program for homeless youths gave a program summary. In 2004, 251 youths were served with only 23 youths returning for services. She feels the program is vital to transitioning youth back into the community.

A consortium member thanked Monroe County for CDBG funding and emphasized the benefits to residents provided by essential economic development and affordable housing projects.

The second public hearing on Monroe County's draft Strategic Plan and Action Plan was held on Tuesday, May 10th at the Ogden Town Hall, which is fully accessible, beginning at 9:30 a.m. The hearing was videotaped and is available upon request. Dawn Nettnin, Community Development Manager, conducted the hearing and informed those present of the following:

The purpose of this meeting is to receive comments on the Draft 2005-2010 Strategic Plan and 2005 Action Plan for the CDBG, HOME and ADDI programs.

Monroe County expects to receive a combined allocation of \$2,979,143 from HUD for these programs. The County's CDBG allocation is \$1,703,300, the HOME allocation is \$1,224,753, and the ADDI allocation is \$51,090. This year's combined allocation is \$259,916 less than last year.

Estimated program income (interest on outstanding loans and other repayments) is expected to total \$260,000 for the CDBG program and \$40,000 for the HOME program.

Monroe County also intends to program previously unobligated CDBG funds, reprogram previously obligated CDBG funds and reprogram unspent CDBG funds from completed projects totaling \$167,650 (one hundred sixty-seven thousand, six hundred fifty dollars) from the 1998-2001, 2003 and 2004 program years.

Eligible projects include affordable housing, public works, public facility improvements, economic development and essential community services.

In accordance with federal regulations, Monroe County published a complete list of proposed projects in The Shopping Bag Advertiser and The Daily Record on April 13 and April 14 respectively, to solicit participation from the public in the planning process for the program period and to encourage comments from private citizens, consortium members and agencies.

The 30-day public comment period began April 15 and concludes on May 16. You may call the Community Development Division or submit written comments until May 16. You may also submit comments by email to mcplanning@monroecounty.gov. Monroe County will consider all comments for incorporation into the final Strategic Plan and Action Plan, which is due to HUD on June 17. Monroe County will respond to all comments received in writing.

Eighteen people, including staff, attended the second public hearing. There were no speakers at the second public hearing and no written or e-mail comments were received during the thirty-day public comment period.

3. Efforts to Broaden Public Participation

A special mailing of the Draft Action Plan is sent to all public housing facilities, municipal Consortium members, program sub recipients and interested community agencies. The Plan is available free of charge in hard copy or compact disc format from the County Department of Planning and Development. The Draft and Final Plans are also posted on the County's website at www.monroecounty.gov.

The FONSI/IRROF is another public notice that will be published in August for public commentary. It describes the County's intent to request the release of funds from HUD and lists projects that have received negative environmental declarations.

CD will continue to provide promotional materials to educate residents on the programs. Information is disseminated at municipal offices and local housing agencies to reach special populations of low-mod income, elderly and disabled residents. Notices are issued to allow reasonable and timely notification of local meetings and encourage citizen participation throughout all stages of the program.

Technical assistance is provided upon request to housing, economic and community development agencies and community task forces and committees for elderly, disabled and homeless persons. Outreach and assistance is also available to low-mod residents of public housing facilities. CD sponsors workshops for low-mod income suburban residents on the Home Improvement Program, lead-based paint issues and available housing services.

4. Comments Not Accepted

It was suggested that the County make corner stores and public entertainment venues such as nightclubs, bowling alleys, GEVA Theatre, and movie theaters more accessible to persons with special needs. Unfortunately, these facilities are not eligible for CDBG funding because they are privately owned.

To meet the high demand for accessibility, it was suggested that CDBG & HOME housing funds be used exclusively to support accessible units. Monroe County encourages developers to exceed the required number of accessible units, and supports integrating visitability into housing design.

Continued funding of the Connect-A-Ride program by Medical Motor Service was not accepted. Monroe County's 2004 Senior Action Plan recommends the development of a suburban transportation infrastructure to meet the needs of this growing population. It is unfortunate that this project will not be funded in 2005. Funds are restricted because the CDBG allocation has

substantially decreased since 2001, and federal regulations limit CDBG funding of public services to 15%. In addition, Project CAR has been funded by CDBG since 1987 and has exceeded the demonstration program stage. The next step is to identify permanent funding sources for this activity.

As suggested, Monroe County will make a recommendation to the CoC to create a funding set-aside for permanent affordable rental housing. However, the decision to accomplish this lies with the entire CoC Team, as Monroe County does not directly control Exhibit I funds.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

PROGRAM YEAR 1 Action Plan Institutional Structure response:

1. Actions to Develop Institutional Structure

CD will continue to work closely with all public, private and government entities within Monroe County's organizational structure to further enhance collaboration and communication and improve program delivery. Toward this goal, County staff will meet with RHA staff every six months in 2005 to coordinate HOME funded affordable housing efforts through the Section 8 Program and other services provided by RHA. Staff participation in the CoC will increase in 2005 through membership on two new sub-committees: the *Homeless Management Information Systems* (HMIS) Sub-Committee and the Sub-Committee to End Homelessness in 10 Years. Staff will also coordinate activities and outreach with the Manager of Monroe County's new Faith Based & Community Initiatives Office to effectively implement HUD guidelines for the equitable treatment of faith-based organizations.

ED Staff will coordinate the CDBG funded Revolving Economic Development (ED) Grant and Loan Fund with new programs developed in the community and the agencies that administer them. These include the Training Grant Program administered by Rochester Works, Inc., which provides grants up to \$200,000 to small and large manufacturers to strengthen and support this sector throughout New York State.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

PROGRAM YEAR 1 Action Plan Monitoring response:

1. Actions to Monitor Projects and Ensure Long-Term Program Compliance

CDBG Project Monitoring

The activities funded through the CDBG Program in 2005 consist principally of five (5) community services projects, four (4) public works utility infrastructure projects, sixteen (16) ADA public facility improvements, loans and grants to businesses through the Revolving ED Grant & Loan Fund, and one (1) grant to assist disadvantaged start-up companies.

The CDBG Program is monitored using standard Monroe County financial practices and federal program regulations to measure fiscal, regulatory and programmatic performance and compliance of all activities with local, state and federal regulations. Policies establish project eligibility

compliance with primary and national objectives. Uniform financial procedures scrutinize the legitimacy and appropriateness of project costs. Sub-grantees submit claim vouchers with progress reports and statistical data to obtain reimbursement. Voucher materials are project specific to include invoices for materials purchased, personnel records for labor involved, a detailed scope of services performed, and other data to evidence project costs. Narrative documentation includes program status reports, a description of services performed, and a breakdown of project beneficiaries by income, age, residence, ethnic background and disability.

Five (5) public service projects will be funded in 2005. Four (4) involve housing services and one project provides safety and security training for seniors. In-house reviews will be conducted with all sub-recipients to evaluate contracts, progress reports, vouchers and financial materials. Monitoring visits are conducted to insure that services are provided in compliance with federal regulations. Sub-recipients are given specific monitoring forms to record activities in progress and to identify project beneficiaries by income, age, residence, ethnic background and disability. Staff monitor performance and effectiveness in reaching target recipients, program objectives and compliance with regulations, formulate monitoring strategies and recommend appropriate follow-up actions. In-depth project reviews will be conducted annually to insure compliance.

Twenty (20) public works and facility improvement projects will be funded in 2005. During the eligibility analysis on these projects, beneficiaries are projected by number, income, age, residence, ethnic background and disability. All construction projects are evaluated to insure that the proper HUD Procurement method is used. Eleven (11) projects will be publicly bid. CD staff will meet with project engineers and municipal project managers to ensure that contract agreements, bid documents and public bid notices comply with federal regulations, specifically labor standards provisions, as they relate to Davis Bacon Wage Rates, EEO, M/WBE plan, funding clauses, Section 3 provisions and applicable federal, state and local certifications. All contractors and subcontractors will be reviewed against the federal lists of suspended and debarred contractors and must also sign a County Debarment Certification to verify that they are not listed on any other Staff will attend pre-bid and bid openings, pre-construction suspended or debarred list. conferences and other progress meetings. Projects are monitored with an initial inspection to verify that federal notices are posted and to verify the site prior to construction. inspections will be conducted to verify that work billed to the County has been completed. One employee of each contractor and sub-contractor is interviewed in accordance with HUD guidelines. Final inspections are performed with the project engineer to verify the satisfactory completion of the project, evidenced by photos.

Ten (10) construction projects will be performed by municipal work forces in 2005. CD staff meets with municipal staff to execute contracts between municipalities and the County and to describe the force account process. Reimbursable items are materials purchased, the cost of labor and fringe benefits for municipal workers and the cost of any equipment rented to accomplish the project.

The Revolving ED Grant & Loan Fund, including the Start-Up Resource Awards Program, uses HUD guidelines as a framework for financially underwriting and selecting eligible businesses to receive assistance. HUD's public benefit standards are used to insure compliance. Eligible businesses must demonstrate that the assistance is appropriate and commit to making 51% of full-time new or retained jobs available to low-mod income persons and provide training as needed. Businesses must list permanent jobs created or retained, jobs available to low-mod income persons, jobs requiring special skills or education, part-time jobs, and actions taken to insure first consideration of low-mod income persons. For job retention, evidence that jobs would be lost without funding is needed. Businesses must also provide documents to evidence compliance with the income benefit requirements for all beneficiaries.

The CAPER and IDIS are effective monitoring resource documents that contain the financial status and performance measures for funded activities. Other records are Monroe County internal audit and sub-recipient audit reports, Public Service Monitoring Visit reports, construction inspection documents and project contracts.

HOME Program Monitoring

A new initiative in 2005-6 to ensure HOME Program compliance is an increase in the minimum number of monitoring visits for each type of rental housing project (disabled, elderly and family). Two monitoring visits will be conducted in 2005 for each type of rental project.

All rental housing projects will continue to be monitored to determine compliance with Housing Quality Standards (HQS) and federal regulations (24 CFR 92) to verify that the project owner maintains the appropriate mix of low-income tenants throughout the compliance period; collects the required information and annually determines the income eligibility of tenants in the assisted units; collects rents that do not exceed the HOME maximum rents, and maintains the units in accordance with HQS.

Prior to construction, staff will assist developers with construction bid documents to ensure inclusion of federal regulations and attend bid openings and pre-construction meetings to assure compliance with HUD requirements. During construction, staff attends frequent on-site meetings and performs periodic inspections. After completion of construction, staff conducts inspections of a sufficient sample of units to ensure that the owner maintains units in compliance with Section 8 HQS. These are conducted every three years for projects containing 1 to 4 units, every two years for projects containing 5 to 25 units and every year for projects containing 26 or more units. The CAPER and other records will continue to be kept this year to verify income certification, rent levels, ethnic groups served, family size, type of unit, and sales price of unit to insure compliance with program regulations and the housing strategic plan.

The Home Improvement Program (HIP) will continue to be monitored using the existing system. Program applications are taken on a first-come, first-served basis with priority given to health and safety related emergencies. The selection criteria is: household income at or below 80% AMI, cash or liquid assets below \$20,000, property ownership for at least 1 year with all taxes paid, and the owner must not have received HIP grants in the past. General contractors, selected by the homeowner, provide direct supervision of all rehabilitation work. Rehab staff conducts eligibility inspections prior to funding, environmental reviews, prepares work specifications, assists homeowners in obtaining estimates, and verifies that completed improvements meet or exceed federal HQS. Lead-based paint federal regulations apply most to this program and were implemented in 2000. Housing staff prepares program grant and loan agreements and monitors projects during the required recapture period by recording liens against each property.

Compliance with Match Requirements

Match contributions will be made from non-federal resources and will be in the form of one or more of the sources permissible under Section 92.220. The match contributions will total no less than 25 percent of the funds drawn from the County's HOME Investment Trust Fund Treasury account in the fiscal year. The statutory requirements of the American Dream Downpayment Initiative (ADDI) establish that FY 2003 ADDI funding is subject to HOME match requirements. All projects allocating 2003 ADDI funds will be included in Monroe County's match calculations and documentation. Match requirements do not apply to the 2004 or 2005 ADDI allocations. Monroe County maintains records demonstrating compliance with HOME match requirements, including a running log and project records documenting the type and amount of match contributions by project. Monroe County is currently carrying forward \$1.95 million in available match (6/05).

The HOME Program attracts substantial private and other public dollars into its funded projects. The potential sources of these leveraged funds (other than match funds) are many: investor equity, including tax credit syndications; homebuyer down payments; private rental and home ownership loans; other state, federal and local housing and community development programs and foundations, many of which are listed elsewhere in this document.

It is not possible to predict the exact distribution of leveraged funds across these categories because the distribution of housing activities is unknown at this time.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

PROGRAM YEAR 1 Action Plan Lead-based Paint response:

1. Actions to Evaluate and Reduce Housing Units Containing Lead-Based Paint Hazards

In 2005, the CD Division will continue to enforce actions specific to its housing programs in lead-based paint hazard identification, disclosure and reduction. The recent changes made to the Home Improvement Grant and Loan Programs will increase the number of homeowners that are eligible for assistance, many of whom require financial assistance in the remediation of lead-based paint hazards. Lead-based paint hazard reduction activities are expected to make up a large percentage of the repairs undertaken this year in the Home Improvement Program. Federal requirements for lead-safe work practices and contractor certifications have substantially increased the costs of home repairs, making it much more difficult to accomplish all that is necessary to ensure that health and safety related deficiencies are corrected. For this reason, CD has allocated substantial CDBG and HOME funds to the Home Improvement Program (HIP) for 2005.

Monroe County has contracted with a local environmental contractor to provide risk assessment and clearance services for the HIP. The CD Division intends to issue a new Request for Proposals (RFP) for environmental services during 2005.

All properties purchased through the County's First-Time Homebuyer Program must have inspections for lead-based paint hazards prior to final approval of applications for assistance. Purchase subsidies are only issued after receipt of inspection reports revealing that there are no lead-based paint hazards present at the time of purchase.

Activities Proposed to be Undertaken by Other Agencies in 2005

The Monroe County Department of Public Health Lead Program's HUD Grant will continue through September 2005. Approximately 400 units in the City of Rochester will have lead hazard control completed through this Grant.

The Department of Human Services and Monroe County Public Health Department is conducting a "Deteriorated Paint Pilot Project," upon the direction of the Monroe County Executive Maggie Brooks. The Lead Program Coordinator, Environmental Supervisor and the DHS Emergency Housing Coordinator developed the pilot protocol that was subsequently approved by both Departments. The results of this pilot will be used to determine the feasibility of expanding the current DHS Quality Housing Inspection Program and/or Move-In Inspection to include the assessment for deteriorated paint and subsequent lead hazard control. The target area includes pre-1978 units within the City of Rochester in zip codes 14605, 14608, 14609, 14611, 14619,

14621. Targeted units will have families with children ≤ 6 years of age where there is an active DHS Temporary Assistance case, which includes a shelter allowance. Certified Lead Risk Assessors in the Lead Program will conduct at least 30 assessments within these targeted areas. The Risk Assessors will complete a visual assessment form for deteriorated paint. If no deteriorated paint is observed, the Assessor will then perform an EPA lead hazard screen. The results of the lead hazard screen will determine if there is a possibility of lead dust hazards. Results of the inspection will be provided to the property owner, tenant and to the DHS. In addition, the property owner will be notified of the County Health Department's \$3500 Lead Hazard Reduction grant program and encouraged to participate.

The Monroe County Department of Public Health Lead Program received a \$100,000 Healthy Neighborhoods Grant for outreach from the NYSDOH. The grant runs through September 2005. The focus of the grant is primary prevention for childhood lead poisoning. Outreach and environmental staff will be teamed up to perform two hundred (200) initial visits (150 required) in the 6 highest risk zip codes for lead poisoning (14605, 14608, 14609, 14611, 14619, and 14621). They will be targeting homes with children without a previous Elevated Blood Level. A total of 50 follow up visits are required. A room-by-room inspection and a survey form will be completed for each home. Topics covered will include; Lead Poisoning Prevention (deteriorated paint, dust, cleaning, nutrition), fire safety issues, carbon monoxide, general sanitation issues, code violations, electrical problems and mold. Referrals will be made to MCDOPH programs and other agencies when problems are identified. A Deteriorated Paint Survey form will be given to the resident (tenant/homeowner), along with information on the City and County HUD grant programs.

Lead Safe Work Practices Training - All persons conducting the lead hazard control work which is ordered in the "Notice and Demand," must successfully complete an approved 8-hour Housing and Urban Development "Lead Safe Work Practices" (LSWP) class. Prior to the commencement of lead hazard control work, the recipient of the "Notice and Demand" must submit proof of LSWP training to the MCPHD for all such persons. The acceptable proof of training shall be the class certificate issued by the LSWP training provider. The purpose of this class is to provide workers with information they need to understand that lead-based paint can create health hazards and that using proper work practices can control hazards. The Cornell School of Industrial Relations is the EPA certified training provider for 2005. The MCPHD Childhood Lead Poisoning Prevention Program and HUD Grant provides this training free of charge to the community at an annual cost of \$28,000.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

- 1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
- 2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

PROGRAM YEAR 1 Action Plan Specific Objectives response:

1. Priorities and Objectives

The strategies developed to expand the provision of affordable housing opportunities and ensure fair housing choice to address the five (5) areas of housing needs are as follows:

- Development of additional rental units for low to moderate-income elderly and handicapped/disabled households (with supportive services) and families
- Continued coordinated planning efforts to secure and distribute Section 8 Program rental housing certificates/vouchers, including project-based assistance in suburban Monroe County
- Continuation and enhancement of programs to assist low to moderate-income elderly, family and disabled homeowners to repair and maintain their homes, including accessibility improvements for those with disabilities
- Homeownership opportunities through the County's First-Time Homebuyer Program, including assistance to access the single-family housing market for low to moderate-income families, particularly single-headed households
- Education and counseling services to facilitate homeownership and housing stability
- Assist homeless persons, in accordance with the Homeless CoC Plan, to secure supportive housing (emergency, transitional and permanent) and services necessary to achieve independent living

In addition, private and non-profit developers will be encouraged to set aside rental units in proposed projects that are affordable to households in the 0 - 30% AMI income level. To achieve this objective, it may be necessary to increase the number of proposed units in a project to allow fixed costs for management and maintenance to be more widely spread in project operating budgets. Also, it may be possible to reduce debt service and increase equity in such projects through creative financing (i.e. increasing loan terms and combining various financial sources to provide increased funding amounts). In addition to serving households at and below 30% AMI, proposed affordable rental housing project applications that provide handicap accessible and/or adaptable units would enhance the potential to obtain County support and/or financial assistance.

2. Resources to Address Housing Needs

A. Housing rehabilitation will be addressed with \$450,000 from HOME and \$340,000 from CDBG to provide grants to homeowners for rehabilitation of substandard, single-family owner-occupied homes through the Home Improvement Program. The grants will provide health and safety related repairs, accessibility improvements, structural and major systems repairs as well as energy conservation improvements to 75 low to moderate-income homeowners.

- B. Homeownership will be addressed through three funding sources. The CDBG program will fund the Homeownership Program provided by sub-recipient Providence Housing Development Corporation (\$80,000). This program will provide pre- and post-purchase counseling to 250 prospective first-time homebuyer families. Downpayment, closing cost and principal reduction assistance will be provided through the current (\$51,090) and prior years' allocation of ADDI funds. The 2005 ADDI allocation should provide direct assistance to 15 first-time homebuyers. Ten first-time homebuyer families will be assisted through the New Construction First-Time Homebuyer Program, which has been allocated \$250,000 in HOME funds.
- C. Affordable Rental Housing Development will use \$254,565 in 2005 HOME funds and \$183,713 from the HOME CHDO set-aside (15%) for the development of rental housing for low to moderate-income elderly, families and persons with special needs, as described below.

To ensure fair housing choice through the provision of affordable housing opportunities, the HOME Consortium, including Monroe County and the Towns of Greece and Irondequoit, works with both non-profit development corporations and for-profit private corporations to develop affordable housing projects.

During the 2005-2006 application round, the County approved and committed HOME Program financing to five (5) affordable housing proposals received. All five (5) proposed project developers submitted an application to the NYS Division of Housing and Community Renewal through the NYS Low Income Housing/HOME/Low Income Credit Program. The deadline for submission of NYS DHCR HTFC 2005 Unified Funding Round applications was February 10, 2005. If all five County HOME funding commitment project applications are also approved and financed by NYS, the proposed County financed projects will produce 143 (1 & 2 bedroom) apartment units for older adults (age 55 and older) and 38 (2 & 3 bedroom) family units.

Prior years' HOME funds designated for the development of affordable rental housing, but not obligated to a specific project, will be used to fund one or more of the proposed rental projects detailed below. Descriptions of the five proposed affordable rental housing project applications that received Monroe County 2005 HOME funding commitments are listed below. Information regarding the number of accessible and adaptable units is from project developers.

Project Name: Erica Place

Proposed Funds: (HOME - \$200,000 Loan)
 Developer: Housing Opportunities, Inc.

Description: 1-bedroom apartments

- Location: Henrietta

- Target Population: Elderly (Age 62+), including hearing impaired elderly, with incomes below 50 and 30% AMI

Total Units: 14Accessible Units: 4Adaptable Units: 10

- Total Project Cost: \$1,955,525

Project Name: East Cove Senior Community

Proposed Funds: (HOME - \$300,000)

- Developers: DiMarco Group & Rural Housing Opportunities Corporation

Description: 1 and 2-bedroom apartments

- Location: Hamlin

Target Population: Elderly (Age 62+) with incomes below 50 and 30% AMI

- Total Units: 40 (32, 1-bedroom and 8, 2-bedroom)

Accessible Units: 6Adaptable Units: 34

- Total Project Cost: \$5,037,763

Project Name: Eyer Senior Community

- Proposed Funds: (HOME - \$300,000 Loan)

- Developers: DiMarco Group & Rural Housing Opportunities Corporation

Description: 1 and 2-bedroom apartments (redevelopment of commercial building)

Location: Village of East Rochester

- Target Population: Elderly with incomes below 50 and 30% AMI

- Total Units: 49 (45, 1-bedroom and 4, 2-bedroom)

- Accessible Units: 8

Adaptable Units: 41

Total Project Cost: \$8,536,513

Project Name: St. Salome Senior Apartments

- Proposed Funds: (HOME - \$330,000 Loan)

- Developer: Providence Housing Development Corporation

Description: 1-bedroom apartments and 2-bedroom townhouses (redevelopment of 2-story vacant school)

- Location: Irondequoit

Target Population: Elderly (Age 55+) with incomes below 50 and 30% AMI

- Total Units: 38 (31, 1-bedroom apts. and 7, 2-bedroom townhouses)

Accessible Units: 2Adaptable Units: 36

- Total Project Cost: \$7,894,315

Project Name: Seneca Place

Proposed Funds: (HOME - \$100,000 Loan)

- Developer: Conifer Realty, LLC

Description: 2 and 3-bedroom apartments

Location: Village of Honeoye Falls

Target Population: Families with incomes below 50 and 30% AMI
 Total Units: 40 (20, 1-bedroom and 12, 2-bedroom and 8, 3-bedroom)

Accessible Units: 4Adaptable Units: 36

- Total Project Cost: \$5,324,553

A map of the 2005 proposed HOME-funded affordable housing projects and an updated list and map of previous projects funded by the County CDBG and HOME Programs appear in the Appendix.

Needs of Public Housing

- 1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
- 2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

PROGRAM YEAR 1 Action Plan Public Housing Strategy response:

1. Addressing Needs of Public Housing

Please refer to the Needs of Public Housing and the Public Housing Strategy sections of the fiveyear Strategic Plan.

2. N/A

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

PROGRAM YEAR 1 Action Plan Barriers to Affordable Housing response:

1. Actions to Remove Barriers to Affordable Housing

As indicated in the Strategic Plan, the Analysis of Impediments to Fair Housing Choice (AI) is still underway. The Housing Council is nearing completion of the report. Until the report is complete, it is presumed that the Community Choice Action Plan remains in effect, however, funding for the Community Choice Advisory Committee expired at the end of the 2003 program year. The group will not meet again until the AI is complete, at which time the group will be given the first opportunity to review the AI and make initial recommendations. The Steering Committee will also be given a first opportunity to review the document and make recommendations.

The City is completing its AI, as well, and upon completion, there may be opportunities for coordinated partnerships on fair housing activities. Key objectives of this Action Plan are a) to complete the AI; b) allow the Community Choice Advisory Committee and the Steering Committee to review the AI; and, c) coordinate with Greece and Irondequoit to draft a new Action Plan to implement recommendations contained in the AI. Additional actions may include, but are not limited to, seeking assistance to develop and implement an action plan, formulating a committee, commission or task force to identify and address short and long-term goals, developing a plan to present key findings and recommendations to the community-at-large.

HOME/American Dream Down payment Initiative (ADDI)

- 1. Describe other forms of investment not described in § 92.205(b).
- 2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
- 3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
- 4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.

- b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
- c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

PROGRAM YEAR 1 Action Plan HOME/ADDI response:

- 1. Other Forms of Investment N/A
- 2. Resale/Recapture Guidelines for Homebuyers

Monroe County provides conditional grants to eligible applicants in the First-Time Homebuyer Program to reduce the cost of purchasing eligible single-family properties. At the time that an applicant enters into a Purchase Agreement on an eligible property, the applicant accepts the amount, terms and conditions of the grant by execution of a Buyer's Agreement.

At the time of closing, a Note and Mortgage is executed by each homebuyer and recorded, securing the total grant funds awarded for the purchase, and obligating the applicant to recapture provisions if they fail to reside in the purchased property for the requisite affordability period. This HUD-approved practice will continue in effect for all future homeownership activities, including the subsidies provided through HOME and ADDI.

- 3. Refinancing Guidelines N/A
- 4. American Dream Down Payment Initiative (ADDI) Narratives
- a. Planned Use of 2005 ADDI Funds

Monroe County's ADDI 2005 allocation is \$51,090. This funding will be administered in concert with the County's existing First-Time Homebuyer Program, which is operated under contract by Providence Housing Development Corporation. ADDI subsidy will be primarily targeted to families with incomes at or below 50% AMI, and those with disabilities. It is anticipated that an additional fifteen (15) families will be assisted with the 2005 ADDI allocation. Prior years' ADDI funds are proposed to serve eighteen (18) families, for a total of 33 families assisted with ADDI subsidy. Subsidies will be allocated based on the buyer's need, with a minimum of \$1,000 and maximum of \$10,000 per family. The existing First-Time Homebuyer Program will continue to provide HOME subsidy to program participants with incomes between 50% and 80% AMI.

Monroe County has been operating the First Time Homebuyer Program for over ten years. Families below 50% AMI and those with accessibility needs typically require larger subsidies to enable them to purchase homes and maintain long-term affordability. The ADDI funds will be used to reduce the mortgage amounts needed by these families, and where appropriate, lower their interest rates enabling them to receive maximum benefit on a long-term basis.

Providence Housing Development Corporation will administer the ADDI and HOME funds under the existing CDBG-funded Homeownership Program, and will provide the same activities relative to outreach, counseling, education, subsidy packaging and referrals.

Providence has also partnered with the Rochester Housing Authority (RHA) to administer the Section 8 Homeownership Program in Monroe County. It is anticipated that ADDI funds will be allocated to some of these program participants who wish to purchase homes in suburban Monroe County.

b. Outreach Plan

Providence Housing Development Corporation will continue and expand on its existing marketing and outreach efforts under the Homeownership Program. Direct mailings of program information will be sent to municipal offices, public housing complexes, mobile home parks, churches, recreation facilities and other non-profit agencies. Program staff is also responsible for administering the Section 8 Homeownership Program in Monroe County, and will utilize ADDI funds when appropriate to provide assistance to participant families. To ensure increased outreach to disabled individuals, program materials will be distributed to all service agencies in Monroe County that serve this population. Staff will participate in forums, meetings and other networking functions in the community.

All public notices and citizen participation activities of the County will incorporate the ADDI allocation, including the direct mailing of notices and Plans to public housing complexes, municipal offices and other interested agencies.

c. Actions to Ensure Program Participant Suitability

Under the Monroe County Homeownership Program, participants are provided with extensive oneon-one and group counseling and education. Providence staff has extensive training and certifications in housing counseling, homebuyer education and housing finance. All program participants will receive:

- personal one-on-one credit and household financial counseling
- pre-purchase financial assessments and homeownership education
- development of a personalized work plan, discussion of mortgage products
- eight-hour educational workshop tailored to the first-time homebuyer, including a home maintenance component
- quidance throughout the entire home buying process
- packaging of all available program subsidies
- post-purchase follow up counseling

Monroe County's existing Homeownership Program resale/recapture provisions will also apply to recipients of ADDI funds, specifically the recording of a five-year Note and Mortgage on each property receiving subsidy allocations. This ensures that notification is received when families are intending to sell, transfer or refinance their home during the five-year affordability period. All requests for release or subordination of these mortgages will initiate contact between the homeowners and program counselors to ensure that they are making prudent financial decisions and maintaining the long-term affordability of their homes.

HOMELESS

Specific Homeless Prevention Elements

^{*}Please also refer to the Homeless Needs Table in the Needs.xls workbook.

- Sources of Funds—Identify the private and public resources that the jurisdiction expects to
 receive during the next year to address homeless needs and to prevent homelessness. These
 include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and
 local and private funds targeted to homeless individuals and families with children, especially
 the chronically homeless, the HUD formula programs, and any publicly-owned land or property.
 Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed
 toward homelessness.
- 2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
- 3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
- 4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
- 5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

PROGRAM YEAR 1 Action Plan Special Needs response:

1. Sources of Funds

The total HUD CoC amount requested in 2004 to finance nineteen (19) local projects was \$6,987,012. In January 2005, HUD announced that seventeen (17) Rochester-Monroe County CoC proposed projects received funding awards totaling \$6,761,258 for the Rochester-Monroe County area. The Shelter Plus Care projects were given additional funds, however, the Catholic Family Center – Sanctuary House and the Rochester Housing Authority – Shelter Plus Care 5 projects were not awarded.

The 2004 CoC SUPER NOFA Proposed Priority Projects selected by the CoC Team to fill a gap in the CoC system are described below:

Priority #1: Rochester Housing Authority/MCDHHS - Shelter Plus Care 9: \$824,100

Permanent, supportive housing remains the number one community priority for homeless services. This expansion of the Shelter Plus Care program will provide affordable housing to individuals who have traditionally not been able to access the system, for example, those with mental health issues that exhibit behaviors that make them inappropriate for many of the existing shelter beds. This model allows for independent living with supports to ensure stability in permanent housing.

Priority #2: Spiritus Christi/Jennifer House - \$255,000

- In most cases, the women who enter Jennifer House are "chronic users" of the continuum of care services in Monroe County. Ninety-five percent of the women have substance abuse and/or mental health issues. The majority have a history of program non-compliance and twenty-five percent are HIV positive or have AIDS. Jennifer House responds to a critical gap in this continuum through outreach efforts followed by immediate stabilization efforts for

homeless women. This program prepares women to move into long-term transitional or permanent supportive housing with an increased likelihood of being successful in securing permanent housing after completion of the Jennifer House program.

Priority #3: Rochester/Monroe County Youth Bureau/Homeless Youth Project - \$336,965

The Homeless Youth Project links MCDHS housing services and youth services to address the needs of homeless youth, the fastest growing homeless population in Monroe County. This project has been successful in accessing resources in both the adult and youth service systems to meet this population's needs. The needs of this population continue to increase both in numbers and complexity of issues. Many of the youth who seek services do not "fit" into the existing youth or adult shelters due to mental health concerns, inappropriate behaviors, or the unwillingness or inability to live in a group setting.

Priority #4: Sojourner House - Permanent Housing - \$267,825

This project is successfully addressing the community's number one homeless services priority, the need for permanent, supportive housing. This is a collaborative project of Sojourner House and Housing Opportunities (HOP) that provides affordable, permanent housing with support services for homeless disabled women with children. HOP owns and manages the units; Sojourner House provides support services including on-going case management services that focus on family stability and movement toward maximum self-sufficiency.

Priority #5: Salvation Army - Safe Haven/Drop In Center - \$1,037,812

 The Safe Haven/Drop In Center will meet an unfulfilled need in the continuum of care that has been a CoC priority for many years, the creation of a Safe Haven. In addition, the project addresses additional priorities including Outreach and Engagement services to the chronically homeless.

Priority #6: Rochester Housing Authority/Sojourner House/YWCA - WAS Program - \$472,520

Permanent, affordable housing with support services for homeless persons with mental health and/or substance abuse issues. This proposed project would add up to 33 beds (15 households), to the community's inventory of Shelter Plus Care certificates, one the most successful programs in this community for maintaining housing stability. This project will complement local United Way dollars that funded Sojourner House and the YWCA to provide after care services to families leaving their emergency and transitional housing programs.

Priority #7: Veterans Outreach Center/Richards House - \$228,389

Richards House provides transitional housing in a therapeutic community for homeless veterans
who often resist/refuse mainstream provider services. It is the only Alternatives to
Incarceration program in Monroe County for homeless veterans. HUD funding expands the
ability to house veterans who are ineligible for County or VA dollars.

Priority #8: Sojourner House/Transitional Housing - \$451,937

Sojourner House is a crucial part of our community's continuum of care for homeless women and children. Women come from emergency shelters, jail, or rehab programs with no housing to return to and minimal clean time. They enter Sojourner House and receive an array of intensive support services, teach them to live responsibly in the community and give them tools to help them gain self-sufficiency.

Priority #9: Rochester Housing Authority/ViaHealth - Shelter Plus Care - \$589,320

This proposed Shelter Plus Care program will increase the community's inventory of Shelter Plus Care certificates. The ViaHealth project will target the homeless population with mental health and/or co-occurring substance abuse disorders. Support services will include coordinated case/care management, mental health services, substance abuse treatment and employment/job placement services.

Priority #10: Catholic Family Center/Sanctuary House - \$103,236

Sanctuary House will continue to provide safe, transitional housing for women and children who
are homeless. Case management services are provided to assist in securing permanent
housing and creating linkages to community services. Independent living skills training will
assist residents in moving toward self-sufficiency.

Priority #11: Rochester Housing Authority/Salvation Army/Shelter Plus Care 4 - \$365,952

This Shelter Plus Care program will provide tenant based rental assistance and support services for 45 disabled homeless individuals and families with a disabled household member. Through the provision of primary health, mental health and substance abuse evaluation and treatment, the project has and will continue to assist in the elimination of barriers in retention in permanent housing and moving toward self-sufficiency.

Priority #12: DePaul Community Services/Winship/Shelter Plus Care - \$63,240

- Winship's Shelter Plus Care program has been operating for over eight years and has an excellent track record. The program is well known to other community service providers and has a broad referral base. This project serves a difficult population, homeless with mental health and co-occurring substance abuse issues. The affordable housing and support services enable participants to remain in permanent housing and progressively increase their level of independence.

Priority #13: DePaul Community Services/Shelter Plus Care - \$68,100

- Winship's Shelter Plus Care program has been operating for over eight years and has an excellent track record. The program is well known to other community service providers and has a broad referral base. This project serves a difficult population, homeless with mental health issues. The affordable housing and support services enable participants to remain in permanent housing and progressively increase their level of independence.

Priority #14: Rochester Housing Authority/MCDHHS/Shelter Plus Care 1 - \$425,724

The numbers of homeless mentally ill continues to grow each year in the community. There are few available beds in the mental health system for this population and shelters do no always have the capacity to deal with the multitude of issues presented by this population. This project fills this gap by combining the housing expertise of the Rochester Housing Authority and DHHS and mental health services providers with support services. It is a successful cost effective program that has increased the retention of a difficult population in permanent housing.

Priority #15: Rochester Housing Authority/Salvation Army/Shelter Plus Care 3- \$358,428

- This Shelter Plus Care program provides tenant based rental assistance and support services for 44 disabled homeless individuals and families with a disabled household member in conjunction

with Unity Health's project - Healthcare for the Homeless. Through the provision of primary health, mental health and substance abuse evaluation and treatment, the project has and will continue to assist in the elimination of barriers in retention in permanent housing and moving toward self-sufficiency.

Priority #16: Rochester Housing Authority/MCDHS/Shelter Plus Care 5 - \$299,772

- This Shelter Plus Care project targets homeless persons with mental health and/or substance abuse issues and HIV/AIDS that make the possibility of full time employment unlikely. The goal of the program is to enable this special needs population to live as independently as possible; the highest level could mean maintaining entitlement benefits, developing ties in the community, and developing skills to negotiate daily living situations such as making medical appointments, conflict resolution and housekeeping. Mechanisms are in place to ensure that participants access and maintain entitlement benefits.

Priority #17: Rochester Housing Authority/MCDHS/Shelter Plus Care 2 - \$483,336

This Shelter Plus Care project targets homeless persons with mental health and/or substance abuse issues and HIV/AIDS that make the possibility of full time employment unlikely. The goal of the program is to enable this special needs population to live as independently as possible; the highest level could mean maintaining entitlement benefits, developing ties in the community, and developing skills to negotiate daily living situations such as making medical appointments, conflict resolution and housekeeping. Mechanisms are in place to ensure that participants access and maintain entitlement benefits.

Priority #18: NYS Office of Alcoholism and Substance Abuse/Providence Housing Development Corporation/Shelter Plus Care 1 - \$174,612

This project provides the homeless with chemical addiction issues with stable, safe, affordable housing with support services to make the difficult transition from transitional housing/rehab treatment programs to independent living. This program welcomes individuals and/or families who may be working toward family reunification. Case management using individualized treatment plans guides participants through relapse prevention, and skill development in the areas of money and household management. Educational and vocational services empower participants to re-enter the job market at a pace that allows for continuing recovery.

Priority #19: NYS Office of Alcoholism and Substance Abuse/Providence Housing Development Corporation/Shelter Plus Care 2 - \$180,744

This project provides the homeless with chemical addiction issues with stable, safe, affordable housing with support services to make the difficult transition from transitional housing/rehab treatment programs to independent living. This program welcomes individuals and/or families who may be working toward family reunification. Case management using individualized treatment plans guides participants through relapse prevention, and skill development in the areas of money and household management. Educational and vocational services empower participants to re-enter the job market at a pace that allows for continuing recovery.

2. Homelessness

Described in detail in Homelessness section of the Strategic Plan are the following planning activities: the Homeless Continuum of Care Action Plan objectives to address the CoC priority needs and obstacles to completing the Homeless CoC Action Plan.

The Rochester/Monroe County Homeless Continuum of Care 2005 Homeless Priorities are as follows:

Increase the supply of permanent, affordable housing with support services for the homeless in general and targeted toward special needs populations. (This includes Shelter Plus Care Programs):

- Exclusively serve the chronic homeless
- Older homeless youth; pregnant/parenting older homeless youth
- Homeless with mental health and/or substance abuse issues
- Homeless families with children
- Housing First Project

The following other homeless priorities are not ranked in any order:

- Improve access to and capacity of permanent, supportive housing programs for the homeless
- Coordinated Case Management including follow-up services
- Improved access to mental health and/or substance abuse services/housing
- Older Homeless Youth
- Children (residing in shelters with their parent)
- Out patient mental health treatment
- Individuals without insurance
- Prescription medications
- Employment Services/Job Placement Services for persons with little or no employment history
- Outreach/Engagement Services to the chronically homeless
- Improvements to and coordination of discharge planning processes and protocols
- Homelessness Prevention Services (Ineligible for HUD CoC Super NOFA funding)
- Advocacy (Ineligible for HUD CoC Super HOFA funding)
- Political advocacy around issues of homelessness and housing
- Community Education
- Services for Sanctioned Persons of community wide homeless data collection

Renewal Applications: - Must meet or exceed initial goals and objectives presented in original applications. These projects must be able to clearly demonstrate that the services provided continue to be a need of the homeless in this community, and are an essential component of the community's continuum of care.

Note: Not all of the 2005 priorities noted above are HUD CoC Super NOFA eligible activities. Case management and follow up services must be linked to new beds. Existing beds and services are only eligible through the renewal process. Only projects that meet these priorities and are also eligible activities under the HUD Super NOFA will be eligible to be ranked for the 2005 HUD CoC Super NOFA application submission.

3. Chronic Homelessness

Described in detail in the Chronic Homelessness section of the Strategic Plan are the specific planned action steps aimed at eliminating chronic homelessness by 2012 that will be taken over the next year.

4. Homelessness Prevention

Described in detail in the Homelessness Prevention section of the Strategic Plan are the specific planned action steps that will be taken over the next year to address the individual and families with children at imminent risk of becoming homeless.

5. Discharge Coordination Policy

Described in detail in the Discharge Coordination Policy section of the Strategic Plan are the planned activities to implement a cohesive, community-wide Discharge Coordination Policy and how, in the coming year, the community will move toward such a policy.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

PROGRAM YEAR 1 Action Plan ESG response:

N/A

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

- 1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
- 2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

PROGRAM YEAR 1 Action Plan Community Development response:

1. Priority Non-Housing Community Development Needs

Monroe County's non-housing Community Development needs for this program year generally align with the overall needs outlined in the Strategic Plan: improve access to and quality of public facilities; replace deteriorated infrastructure with safe utilities; provide job training and economic development opportunities for low to moderate-income persons and persons with special needs; provide essential public services, particularly those that promote homeownership, fair housing and housing stability; and, revitalize neighborhoods.

By eligibility category, Monroe County's priority community development needs are as follows:

Public Facilities and Improvements - general (03); senior centers (03A); neighborhood facilities (03E); parks and recreation facilities (03F); parking facilities (03G); flood drain improvements (03I); water/sewer improvements (03J); sidewalks (03L); fire stations/equipment (03O).

Projects in this category include Monroe County Parks ADA, Gates Park ADA, Hamlin Recreation ADA, Ogden Community Center ADA, Parma Town Hall Parking, Penfield Town Hall ADA, Perinton Town Hall ADA, Pittsford Senior Center ADA, Pittsford Library ADA, Riga ADA Walkways, Rush Town Hall ADA, Sweden Town Park ADA, Webster Town Park ADA, Wheatland/Scottsville Municipal ADA, Honeoye Falls Fire Department ADA, Henrietta Sanitary Sewer, Brockport Storm Sewer, and Webster Village Water Main.

Housing - construction of housing (12); direct homeownership assistance (13); rehab single-unit residential (14A); rehab multi-unit residential (14B); rehabilitation administration (14H); lead-based paint/lead hazard testing (14I).

Projects in this category include the First-Time Homebuyer Program, Home Improvement Program and Affordable Rental Housing Development. Each of these program areas is detailed fully in the Housing section of the Action Plan.

Public Services - general (05); senior services (05A); fair housing activities (05J); tenant/landlord counseling (05K); homeownership assistance - not direct (05R).

Projects in this category include the Home Ownership Program, Safety and Security for Seniors Program, Fair Housing Education and Outreach by The Housing Council, Landlord/Tenant Counseling and Housing Hotline Services by The Housing Council, and Foreclosure Prevention and Predatory Lending Counseling, also by The Housing Council.

Neighborhood Revitalization – Rehab publicly or privately owned commercial/industrial (14E); residential historic preservation (16A); non-residential historic preservation (16B)

Projects in this category include Phase IV of the Fairport Façade Improvement Program and historic preservation at the Susan B. Anthony House.

Economic Development - ED direct financial assistance (18A); ED technical assistance (18B).

Projects in this category include the Revolving ED Grant and Loan Fund and the Start-Up Resource Program, which will both create and retain local jobs.

Please refer to the Funding by Objective and Need Chart and the Funding Sources and Uses Chart contained in the Appendix, as well as the Project Workbook for detailed project information.

Monroe County defines, analyzes and assigns priority to community needs using many methods to retrieve data from reliable sources and input from the community as a whole. These factors help CD determine the priority of a project -- absolute need, relative need, availability of other funds, local preference and spending cap by category.

Current Census Tract Data and the Quartile Ranking of Low/Mod Income Persons has been compiled by HUD. Neighborhoods targeted for public improvements are located in eligible census tracts and block groups where the highest percentage of low/mod income residents are located. These statistics geographically define a concentration of residents in need of programs and services.

CD staff works closely with several County Departments that provide health and social services. These partnerships provides valuable assistance in identifying the needs of County residents. Monroe County's Office for the Aging has provided three resource documents in the last five years to assist in analyzing community needs for elderly persons. These include the 1999 Elderly Housing Study, the 2000 Aging Well Report, and the most recent document, the 2004 Senior Action Plan. These documents contain statistical data, analysis and recommendations to

substantiate elderly needs and strategies. Other valuable data was obtained from the County's Economic Development Strategy Team and the Budget Advisory Team, two committees convened by County Executive Maggie Brooks to evaluate current programs and resources and develop a comprehensive approach to providing business assistance and cost savings opportunities, respectively.

Consultation with primary community agencies listed earlier helps to identify local trends, gaps in services and needs of special population groups, including senior citizens, persons with special needs and homeless persons.

The Steering Committee continues to help shape the community development needs analysis through the input of municipal members at semi-annual meetings. Members also participate in focus groups that result in the identification of current and future suburban needs and services. Local preference continues to be a strong determining factor in assigning prioritiy.

Public commentary, provided by County citizens through the Citizen Participation Process, provides valuable insight into community needs. Many public suggestions are incorporated into Monroe County's needs analysis and strategic plan, and are funded in the Action Plan.

Staff participation on local committees and boards involved in public service issues provides added input on community needs as well as an opportunity to merge resources for programs that meet identified needs. Involvement on the Homeless CoC Team, Greater Rochester Housing Partnership Board and the United Way Building Community Impact Team are a few examples of community participation that have been beneficial in this regard.

Many needs identified as medium and low priority are activities that may be more readily funded by other sources, more appropriate to a city than an urban county, or activities requested less frequently (medium priority) or infrequently (low priority) by project applicants. Monroe County does not reject applications for funding solely because the project may be of low priority. Low priority activities are considered for funding, provided the request is for an eligible activity.

2. Long-Term and Short-Term Community Development Objectives

The greatest challenge to meeting long and short-term goals is declining CDBG resources. During the 2000-2002 program years, CDBG funding totaled \$6.27 million, but during the 2003-2005 period, funding fell to \$5.34 million, a loss of close to \$1 million over a three-year period. In addition, program income (interest on outstanding loans and other repayments) also declined during this time, further limiting the funds Monroe County has available for eligible CDBG activities. Increased competition for resources has limited Monroe County's ability to seek funds from other sources. Lastly, more applicants are seeking community development funds than ever before, creating increased competition. As previously referenced, applicants seeking \$3.3 million were competing for \$2.1 million in available CDBG funds this year.

Strategies to address the CD objective of providing decent housing:

In the 2005 program year, the Home Improvement Program (HIP) will continue services to suburban residents. HIP helps low to moderate-income residents finance home repairs to correct serious housing deficiencies. In 2004, CD took steps to expand the program by increasing the grant income limit to homeowners with incomes at or below 60%. Grants, rather than loans, are now available to households at or below 60% AMI, instead of 50% AMI. For households with incomes at 61-80% AMI, CD offers a grant that pays half of project costs. The grant can be used in partnership with a 50% homeowner contribution in the form of homeowner funds, funds from another source or a low-interest loan from the home improvement revolving loan fund. Project amounts above \$7,500 continue to be reviewed on a case-by-case basis. Program requirements

for disability grants have not changed. Households with a disabled member with incomes at or below 80% AMI are eligible for a grant of up to \$2,500 for accessibility improvements.

Strategies to address the objective of providing a suitable living environment:

To improve the safety and livability of neighborhoods by providing utility infrastructure and neighborhood improvements in low to moderate-income areas. The strategies consist of utilizing CDBG funds to provide municipal public works projects, as proposed by municipalities according to their needs. The suburban towns and villages continue to list new construction or replacement of utility infrastructure as a priority because of the age and deterioration of sidewalks, sanitary sewers, waterlines and drainage utilities. For the 2005 program year, these include replacement of a defective sanitary sewer to improve water quality in an LMA neighborhood in Henrietta and to eliminate infiltration, recurring backups and subsequent costly maintenance; the replacement and upgrading of a storm sewer in a Village of Brockport LMA to reduce flooding of properties; and replacement of an undersized water main in a Village of Webster LMA to provide an adequate supply of water to residential areas, neighborhood businesses and industrial districts. An historic preservation project in 2005 will make needed improvements to preserve and restore the Susan B. Anthony House, a popular attraction in the City of Rochester.

Municipal officials prioritize the need for ADA improvements because the elderly, mobility impaired and disabled populations have increased substantially in the past decade and continue to increase. Many facilities need initial ADA alterations and some facilities need further accommodations to comply with current ADA construction codes.

To increase access to quality public and private facilities and services, Monroe County will fund the following ADA facility improvements in 2005:

Park improvements include entrance and restroom improvements to the Memorial Park shelter in the Town of Gates, construction of a shelter with restrooms at the Hamlin Town Hall Recreation Field, construct a fitness trail for seniors at North Ponds Park in the Town of Webster, install accessible parking spaces in four park lots and construct 5,500 feet of walkways in the Redman Road Park in the Town of Sweden, construction of park pathways to provide access to playfields and recreational facilities at the Buffalo Road Recreation facility in the Town of Riga, and most significant, ADA improvements to six (6) public parks in the Monroe County Parks System throughout the City and County.

Municipal facilities projects include replacement of deteriorated entrance steps, railings and a walkway at the Town of Ogden's Community Center to remove safety hazards and provide access; alterations to the restrooms at a Community Room in the Village of Honeoye Falls; automatic entrance doors and structural improvements to enable wheelchair access at the Perinton Town Hall; replacement of a deteriorated parking lot with ADA spaces at the Parma Town Hall; building entrance and exit alterations and reconfiguration of aisles, seating area and dais at the Penfield Town Hall Auditorium to enable wheelchair access; installation of 5 automatic entrance and exit door openers and restroom railings and the purchase of wheelchairs and walkers for use by mobility impaired seniors at the Pittsford Town Hall Senior Center; and the purchase and installation of automatic entrance door openers at the Rush Town Hall.

Public services are necessary to provide a suitable living environment, particularly for low to moderate-income families, seniors and disabled persons. Maximizing public services with fewer Consolidated Plan dollars and within the 15% funding threshold for public services is a long-term objective. Activities funded this year will improve the quality of life and foster self-sufficiency and independence for low to moderate-income, elderly and disabled populations. Projects funded in 2005 promote fair housing, housing stability and homeownership. The Housing Council provides invaluable fair housing education through its housing hotline, education on housing issues and

referral to other programs, and foreclosure prevention, predatory lending and landlord/tenant counseling to eligible residents. The CDBG-funded Homeownership Program will continue in its provision of credit-repair counseling, education, referral and financial assistance to low and moderate-income persons wishing to purchase homes in suburban Monroe County. The long-term credit repair component of this program enables some of the County's lowest income residents to become eligible for homeownership.

Public services that address the safety and security aspect of housing stability for the growing number of senior citizens and disabled persons in suburban Monroe County will be addressed by a continued CDBG commitment to a public service administered by Lifespan that provides minor home repairs and security improvements that are not addressed by the Home Improvement Program.

Strategies to expand economic opportunities address the priority needs for adequate resources and incentives for business retention, start-up, expansion and relocation necessary to encourage new jobs and protect existing jobs; and, the need for more programs with expanded services that offer employment training and development, especially for displaced workers, unemployed and underemployed residents and persons with special needs.

The most effective business development strategy is to utilize the resources of the CDBG Program to support the Revolving ED Grant and Loan Fund and the merging of additional private and public sector resources to provide the most advantageous assistance package. The fund provides low-interest loans or grants to local companies for equipment acquisition, infrastructure and leasehold improvements, real estate and working capital activities involved in business start-ups, expansions and relocations. Funds are combined with other public resources to leverage private capital investments, including the CDBG Section 108 Loan Guarantee authority, COMIDA, New York State's Urban Development Corporation and the SBA 504 Program.

Strategies to revitalize economically challenged and distressed neighborhoods include façade improvements to business structures in the three LMAs in the Village of Fairport, which will help promote economic vitality and improve the areas adjacent to residential neighborhoods.

To stabilize and expand small businesses the ED Division will continue to work with the Small Business Administration in the administration of the SBA 504 Program to companies to assist with mortgage financing in the purchase of buildings. Funding for the Start-Up Resources Program will help achieve the goal of providing technical assistance to disadvantaged minority, women and disabled business owners who employ low to moderate-income persons.

Monroe County's employment strategy involves the successful administration of CDBG and County business assistance programs. Businesses receiving assistance commit to create and/or retain jobs in the County. The CD Division coordinates programs that address employment needs of low/mod residents and the needs of employers for skilled labor with the Workforce Development Division. Rochester Works, Inc. is the lead employment agency utilizing workforce development grants received by the City and the County to provide comprehensive employment and training services to businesses and job seekers at its three career centers. A fourth location at MCDHS immediately connects persons in need of public services with employment programs.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

PROGRAM YEAR 1 Action Plan Antipoverty Strategy response:

Actions to Reduce the Number of Poverty Level Families

Strategies in 2005 include continuation of existing programs that promote a stable living environment, reduce dependency and poverty primarily caused by unemployment, underemployment, housing condition and cost burden. Programs that address a stable living environment include the Home Improvement Program, Homeownership Program, and each of the programs administered by The Housing Council. Lifespan's program for seniors will continue to provide minor home repairs and safety training to help elderly persons to remain in their homes. Collectively, these programs help prevent homelessness, financial hardship, institutionalization and poverty. MCDHS is the primary provider of public assistance benefits for poverty level persons and therefore has the greatest capacity to reduce the number of poverty level families. Housing efforts are also coordinated with the Homeless CoC's Exhibit 1 funding and other community-wide affordable housing agencies.

Programs that will provide job training and development services to reduce poverty include the CDBG funded Start-Up Resource Program and non-CDBG funded County programs that include incentives to businesses that employ local labor, tax credit incentives for companies that increase jobs through the Empire Zone Program, and programs provided at job centers by Rochester Works, Inc.

To improve the cost of living, the County has kept property taxes stable, streamlined social services, enhanced economic development incentives for businesses, created more job centers, and now offers a prescription drug discount plan free to all County residents. The CDBG Revolving ED Grant & Loan Fund will provide \$415,000 in 2005 to encourage business startup, expansion and relocation with resulting job creation and retention. COMIDA will also continue to provide business development incentives and resources for companies that create and retain jobs.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

- 1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
- 2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

PROGRAM YEAR 1 Action Plan Specific Objectives response:

1. Priorities and Objectives

The specific objectives the jurisdiction hopes to achieve for the period covered by this Action Plan are described in detail in the Specific Housing Objectives section of the Strategic Plan.

2. Resources to Address Needs

The resources that are reasonably expected to be available to address the non-homeless special needs identified are described in detail in the Specific Housing Objectives section of this Action Plan, and also in the Specific Housing Objectives section of the Strategic Plan.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

- 1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
- 2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
- 3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
- 4. Report on the accomplishments under the annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
- 5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
- 6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
- 7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
- 8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
- 9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

PROGRAM YEAR 1 Action Plan HOPWA response:

N/A

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

PROGRAM YEAR 1 Specific HOPWA Objectives response:

N/A